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14 August 1951

MEMORANDUM FOR: Assistant Director of Training

FROM :

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SUBJECT : Statement of Functions

1. In response to your request:

a. Basic Mission:

1. Act as Administrative Officer for Office of Training (except Covert).
2. Advise and assist the Director of Training on problems of administration, organization and policy.

b. Major Functions:

1. Administer, as appropriate, for Office of Training:
  - (a) Budget planning and control
  - (b) Preparation of projects for Project Review Committee action
2. Act as Security Officer, Office of Training
3. (a) Act as Project Officer in connection with research and development projects
  - (b) Negotiation of contracts
  - (c) Space planning and coordination
  - (d) Coordination (policy and operating) with Personnel Office, Procurement Office, Comptroller, Legal Staff, Administrative Services
  - (e) Initiation, development of procedures and policies applicable to internal training programs (overt) and external training programs
  - (f) Review of proposed administrative actions (Personnel, Procurement, Services) for internal coordination and compliance with policies of O/TR and CIA policies and procedures

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c. Current Major Tasks:

1. Act as Administrative Officer for Office of Training - Director of Training level and Assistant Director (Overt) level.
2. Coordinate (policy and operating) with Personnel Office, Procurement Office, Comptroller, Legal Staff, etc.
3. Formalization of characteristics of mobile audio-visual training device for use in covert training activities and serving as O/TR project officer in connection with pertinent research and development activities
4. Preparation of procedures clarification under

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d. Personnel Support:

No one assigned full time. However, utilization averages that of one clerk-stenographer and one administrative assistant. In addition, utilize higher grade personnel on a task force basis, as necessary.

e. Major Tasks Completed:

Major tasks completed include chiefly preparation of approximately four projects for Project Review Committee action,

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f. Future Major Tasks

1. Negotiation of contract for establishment of audio-visual laboratory for language training
2. Establishment of research and development project in connection with proposed mobile audio-visual training device.
3. Preparation of budget estimate for FY1953
4. Clarifying modification of  and formalization of procedures thereunder.
5. Clarifying modification and formalization of policies and procedures of Office of Training (Overt).
6. Administrative integration of training activities in accordance with pending reorganization of O/TR.

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